

APPEAL FOR A FULL COST OF INSTRUCTION WAIVER (Third or Fourth Attempt)

A Full Cost of Instruction Waiver is for the current or future term and will be granted only once for each course. It will be reviewed by the Enrollment Appeals Committee, and their response will be sent to the student's TCC email. Students enrolling in courses for a third time **will not be permitted to withdraw and will receive grades in the courses.**

TCC will not approve this waiver for:

- Students who have already graduated.
- Non-degree-seeking students.
- Transient students.

Section 1: Student Information (Please print in ink or type)

Today's Date: ____/____/____

Name: _____

DOB _____

Student's ID # _____

Phone # _____

Student's TCC Email Address _____

Section 2: Appeal Criteria

Please check the appropriate box below and attach supporting documentation for one of the terms in which you took the requested course(s).

- Medical/Serious illness (physical or psychological) or injury to the student
- Death of a member of the *immediate family which prohibits the student's return to class during the term being considered (**documentation must show proof of kinship – see below**)
- Medical/Serious illness (physical or psychological) or injury to a member of the student's *immediate family resulting in the student's becoming the primary caregiver (**documentation must show proof of kinship – see below**)
- Military orders and report date **within a term the course(s) was taken**
- Natural disaster (hurricanes, etc.)
- Current financial hardship

*Immediate family member is defined as spouse, parent, grandparent, child, grandchild, brother, sister, or other close relative or member of the student's own household. A child may include a biological child, an adopted child, a stepchild, a foster child, a child under legal guardianship, or a child of a person standing in loco parentis who is under eighteen years of age or is eighteen years of age or older and incapable of self-care because of a mental or physical disability.

Section 3: Course(s) to be considered for appeal

_____ Term _____ Year (Term/year in which the course **will be taken**)

Course ID & Number Example: ENC1101

Section 4: Required Documentation

Acceptable appeal documents include, but are not limited to, letters from physicians, death certificates, Federal Emergency Management Act (FEMA) documents, and military records.

All documentation will be verified for authenticity.

Documentation to show financial hardship should either be a copy of the most recent tax return transcript or proof of financial aid award for the year in which the student will retake the course(s) for the third time.

Section 5: Explanation of circumstances. Please give an explanation for your request. Attach any additional pages if necessary.

In accordance with Title IX of the Education Act (regarding domestic violence, dating violence, stalking, sexual harassment, sexual assault, sexual misconduct), information provided may be shared with the College’s Title IX Coordinator or other appropriate personnel.

The Enrollment Appeals Committee reserves the right to review each appeal on a case-by-case basis. The committee may request additional supporting documentation after the first review or the student may provide additional documentation that was not seen during the first review. The student has 30 days to request a second review after the committee notification. The second review by the committee will be their final action.

A final option by a student who feels his/her situation warrants reconsideration is to request that the Vice President for Student Affairs review the file. This request must be in writing (email studentaffairs@tcc.fl.edu), must include the student’s reason for the request, and must be made within ten days after the committee notification.

_____ Date

Student’s Signature

Committee use only

Approved _____ *Denied* _____

Comments: _____

**Division of Student Affairs, Enrollment Appeals Committee
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